Information Technology
Information Management Systems
Course Code # 3730
1 Credit _____ or 2**Credit _____

School Year _____

Term:_____Fall_____Spring

Student:	*Grade:*
Teacher:	*School:*
Number of Competencies in Course: 1 Credit **35** *2 Credits* **38**	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

***Students may choose areas of specialization and achieve industry certification
by completing Standard 6.0.*

Prerequisites: Keyboarding
Recommended Prerequisite: Document Creation Design

*Note 1: A paid, credit-generating work-based learning component is
recommended for advanced students.*

Standard 1.0   The student will describe current and emerging information technology systems.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Contrast hardware and software components used in information systems.		
1.2	Prepare examples of emerging information technologies systems.		
1.3	Utilize the resident electronic desktop environment.		

Standard 2.0   The student will attain the proficiency level in document creation design, publishing, database, spreadsheet, graphic design and multimedia presentations.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Employ word processing software to create, modify, store, retrieve and print documents.		
2.2	Employ advanced features of current word processing software.		
2.3	Design and create publication layouts.		
2.4	Design and create a database.		
2.5	Edit, update, query, sort and create reports using database management software.		
2.6	Construct text, values and formulas using spreadsheet software.		
2.7	Format spreadsheets using advanced functions of current software.		
2.8	Chart spreadsheet data to facilitate interpretation of information.		
2.9	Employ presentation software to create multimedia presentations.		
2.10	Utilize multitasking and integration functions to facilitate problem solving in information systems.		
2.11	Select the appropriate technologies to solve the problem or task.		

Standard 3.0   The student will examine communication and networking systems.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Inspect the different components of telecommunications.		
3.2	Distinguish between the various types of on-line services.		
3.3	Access, navigate and use Internet and intranet communications systems.		
3.4	Explore the use of e-mail, voice messages, faxes and video conferencing.		
3.5	Compare the types of networks and their features and use.		
3.6	Examine network topologies and compare their strengths and weaknesses.		

Standard 4.0   The student will apply ethical and legal behaviors pertaining to information technology.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Examine ethical and legal issues pertaining to information technology as they impact individuals, organizations and society.		
4.2	Establish a personal and business code of ethical behavior.		
4.3	Compare the changes in worker responsibility as a result of information technology.		

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Standard 5.0   The student will develop and use general management skills.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Practice team-building skills.		
5.2	Apply human relations and interpersonal skills to business and professional situations.		
5.3	Practice time-management skills.		
5.4	Maintain a personal records management system.		
5.5	Analyze cost-effectiveness as it relates to productivity.		

Standard 6.0   The student will individually advance toward expert level in the technological area of choice. **_Students may choose areas of specialization and achieve industry certification._

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	**Complete industry certification tests in one or more software applications.		
6.2	**Discuss the need for life-long learning and retraining as a result of technological changes in the work environment.		
6.3	**Demonstrate knowledge of articulation opportunities in post-secondary training.		

Standard 7.0   The student will demonstrate organizational and professional leadership skills associated with Information Management Systems.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Demonstrate self-initiative through group projects.		
7.2	Examine the value of leadership skills.		
7.3	Illustrate image building and public relations techniques.		
7.4	Assess decision-making skills.		
7.5	Apply conflict resolution techniques in management team participation.		
7.6	Demonstrate parliamentary procedure skills through group activities.		
7.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.		

Additional comments: _____

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